Mines statutory positions portal: Preparing for the legislation exam

On the day of your exam, please arrive at least 30 minutes early for registration as you will need to present your photo ID.

Confirm the location and travel arrangements (including parking if required) well ahead of time so you are not late.

Registration will close 15 minutes before the exam session starts.

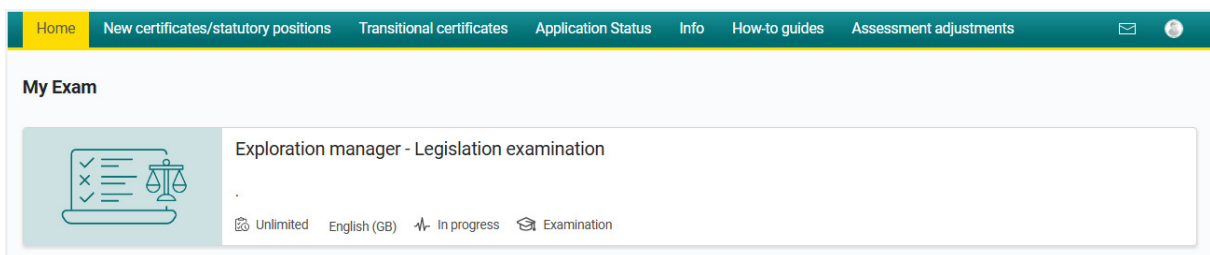Ensure you have your login credentials available.

Copies of the *Work Health and Safety Act 2020* and the Work Health and Safety (Mines) Regulations 2022 will be available for your use, but you may wish to bring your own marked-up version.

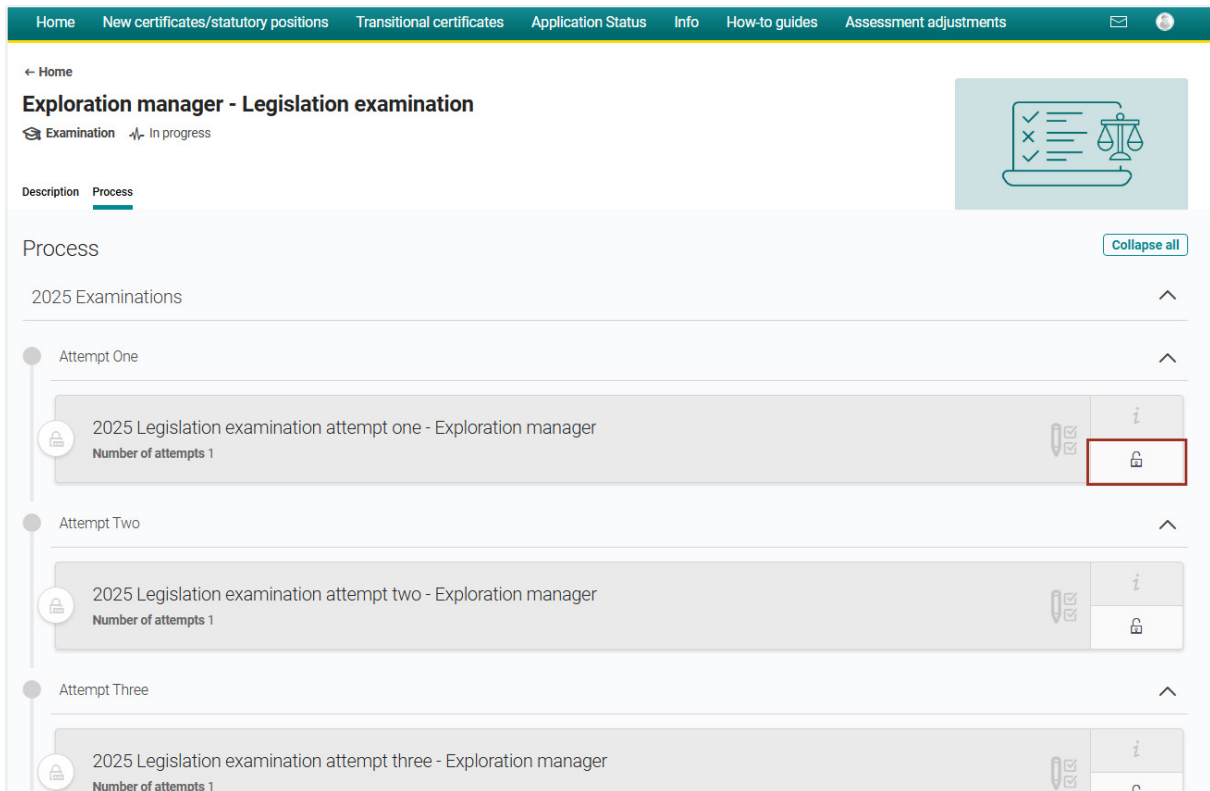Electronic devices, pens and cheat sheets or notes are not permitted during the exam.

Starting the exam

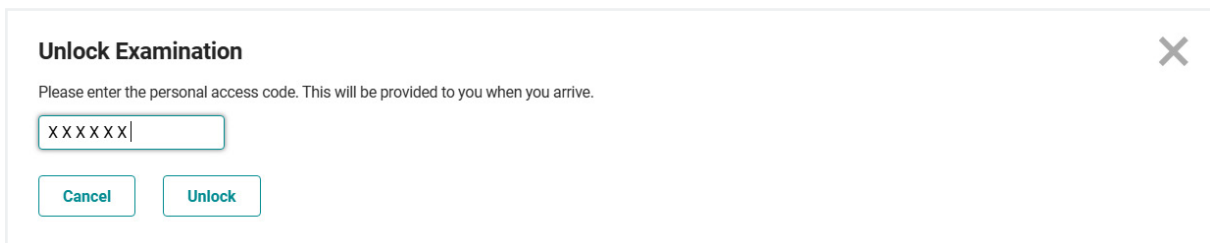Log into your account using the mines statutory positions portal.

Under the **Home** tab, click on the icon of your chosen exam you will be sitting under *My Exam*.

Click the padlock icon shown at the bottom right of the exam you are taking.

Enter the personal access code that will be provided to you by the invigilator then click *Unlock*.

You will then be directed to the examination information page.

Read through all the information carefully.

The exam is divided into 3 sections:

1. Mandatory questions
2. General pool questions
3. Role-specific question

There are 55 questions in total to be answered;

Hint: Try to allocate your time evenly across the questions and so not spend too long on one question.

When the exam invigilator gives the instruction to begin, click *Start examination*. Your time will now begin.

Remaining time will be shown on screen.

Helpful tips

Use the flag icon to mark a question to come back to later.

Use **Overview** to track your progress. You can also use this to select a specific question you wish to answer. Questions are coloured to help you track progress:

- **Grey** – these questions have been answered
- **Red** – these questions are flagged
- **Yellow** – these questions are yet to be answered.

When you have answered all questions in each section, or when instructed to do so by the exam invigilator, click **Submit examination**.

You then need to confirm the action to complete the submission process.

Once the exam has been submitted, your results will be displayed on the screen.

If you submit your completed exam before the time limit is up, you can also review how you went by clicking **Show detailed results**.

This function will display your overall result.

You can click on each question to view details about how the question was marked.

This function is only available during the exam session time.

Once you have finished checking your answers, click **Close evaluation** and log out of your account.